

## NON RESIDENT TRANSFER REQUEST

**Returned Completed From To:** 1306 Dupont St., Bellingham, WA 98225  
360-676-6400, fax 360-676-2692 [nancy.schubeck@bellingshamschools.org](mailto:nancy.schubeck@bellingshamschools.org)

New Request  Renewal

**Required Documents: Attendance History, Transcript or Report Card and Discipline Records**

STUDENT INFORMATION		School Year 20 to 20		START DATE:	END DATE:
Student's Name (FIRST M LAST)		Student Date of Birth	Grade Level (for year of transfer)	Is there another child in your household for whom a transfer is being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Student's Street Address		Student's Mailing Address		City	Zip Code
Home Phone	School Last Attended	Resident District		Resident School	
District You Wish To Attend	School You Wish to Attend (1 <sup>st</sup> Choice)	School You Wish to Attend (2 <sup>nd</sup> Choice)		School You Wish to Attend (3 <sup>rd</sup> Choice)	
Parent/Guardian Name(s)		Daytime Phone	Evening Phone	Email Address	
<b>BASIS FOR REQUEST</b>					
<input type="checkbox"/> Safety/Health Reasons		<input type="checkbox"/> Educational Conditions		<input type="checkbox"/> Financial Conditions	
<input type="checkbox"/> Closer to Home		<input type="checkbox"/> Location of Childcare		<input type="checkbox"/> Closer to Parent/Guardian Work	
<input type="checkbox"/> Parent/Guardian is an employee with the requested district				<input type="checkbox"/> Special Hardship/Detrimental Conditions	
<b>REQUIRED – Please explain ANY of the items you checked above:</b> <i>(i.e. location of work/daycare, why the transfer would relieve financial/educational/health/safety conditions, etc.):</i>					
<b>BEHAVIOR</b> <i>(attach sheet with explanation for any yes answers)</i>					
Does the student have a record of conviction of crimes, violent or disruptive behavior or gang membership?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Has this student been expelled or suspended for more than 10 consecutive days?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student repeatedly failed to comply with requirements for participation in an online school program, such as participating in weekly direct contact with the teacher or monthly progress evaluations?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the student and/or parent had any formal meetings with school officials regarding school attendance issues in the past two years?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this student under a court order to attend school or is a truancy petition in the process of being filed?					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SPECIAL EDUCATION</b>					
Does this student qualify for Special Educations Services? <i>(If yes, attach current IEP and evaluation)</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No
English Language Learner (ELL)					<input type="checkbox"/> Yes <input type="checkbox"/> No
Current 504 Plan					<input type="checkbox"/> Yes <input type="checkbox"/> No
Highly Capable Program/Gifted					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please see second page for important notices, acknowledgements, and signature.</b>					

**NOTICES**

- The transfer request is not complete until the resident school district has submitted the request to the nonresident school district, and it has been accepted. The student remains the responsibility of the resident school district until the effective start date at the nonresident school.
- The parent/guardian will be notified by email or postal mail of acceptance or denial of the request.
- If the request is rejected, the notification will include the reason for the denial and steps to appeal the decision.
- If a district does not respond to a request within 45 days of the request, the request is treated as a denial and the parent/guardian can appeal.
- Under the Choice law, the nonresident school district becomes responsible for all matters related to the education of the student (basic education, special education, home/hospital services, truancy, CEDARS reporting, administration of state educational assessments, etc.). Legal Reference: RCW 28A.225.220 through 230.
- Transfer decisions may not be made until the third week in August through the fourth day of school

**ACKNOWLEDGEMENTS**

- I certify that the information provided is accurate and complete.
- We understand that our application may be denied or approval revoked if we have provided false or inaccurate information.
- I understand that approval of this request shall be dependent upon the acceptance and rejection standards stated in the nonresident school district's policy, and rescindment (revoking) of this transfer may occur due to in accordance to the conditions listed in the nonresident school district's policy.
- Lack of academic effort, poor attendance, tardiness, or discipline problems shall provide just cause for the district to return a student to his/her resident district.
- I understand that my student must continue to attend the resident school until the effective start date of the transfer and that nonattendance is subject to truancy procedures.
- If the transfer request is denied, the parent/guardian may appeal to district that denied the transfer. Subsequent denials may be appealed to the school board of the denying district, and then to OSPI.
- I understand that I will be responsible for providing transportation to and from school for my student, unless the nonresident district is required to provide transportation for the student with a disability under Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act (IDEA).
- I understand that requests are approved for one school year only, for 1.0 FTE, and it is my responsibility to complete a new form each year.
- I understand that should my student move and no longer be a resident of the district, the transfer expires and I must submit a new request to the new resident school district.
- FERPA Release: I authorize the resident school district to release any and all of my student's educational records to the Choice Coordinator of the nonresident school district, including attendance history, school transcript or report cards, discipline records and special education records. By my signature I acknowledge that although I am not required to release my student's records, I am giving my consent to release the information. This release will remain in effect while my student is enrolled unless I revoke such consent in writing. Note: Information will be provided in written format; no information will be released over the phone.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232(g); 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record.

- **Electronic Signature Agreement.** By selecting the "I Accept" box, you are signing this Agreement electronically. You agree your electronic signature is the legal equivalent of your manual signature on this Agreement. By selecting the "I Accept" you consent to be legally bound by this Agreement's terms and conditions.  "I Accept" Please enter your name in the space below.

\_\_\_\_\_  
*Signature of parent/guardian (Student may sign if 18 years or older at the time of this request)*

\_\_\_\_\_  
*Date Signed*

**ACTION BY RESIDENT DISTRICT AGREEMENT TO WAIVE ATTENDANCE**

Request for release from the resident school district for the school year ending \_\_\_\_\_ is:  APPROVED  DENIED\*

\_\_\_\_\_  
*Resident School Superintendent or Designee Signature*

DATE:

DISTRICT:

**ACTION BY NON-RESIDENT SCHOOL DISTRICT TO ACCEPT ATTENDANCE (1.0 FTE)**

Request for admission as a non-resident student for the school year ending \_\_\_\_\_ is:  APPROVED  DENIED\*

\_\_\_\_\_  
*Non-Resident School Superintendent or Designee Signature*

DATE:

DISTRICT:

\* Your request has been denied for the following reason:

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